



Funds Distribution for Local Training

Purpose

Encourage local level crisis negotiation training in Western States Hostage Negotiators' Association (WSHNA) Districts, thereby achieving WSHNA goals.

Maintain responsible stewardship of WSHNA funds by providing a system for WSHNA members to request funds, board review of requests and board approval of worthy requests.

Policy

WSHNA members(s) may request WSHNA funds to support crisis negotiation training at a local or district level. The request will be reviewed by members of the board, which will approve, deny, or amend the amount of the request. In reviewing the request the board will consider the current fiscal situation of the Association and the benefit of the training to the membership. The board may take into account the opportunity for participants to actively participate in the training, interaction of the local agencies, potential impact on actual negotiation/crisis events, and the ability to practice negotiation skills.

Procedure

If possible, requests will be made at least six months prior to distribution of the funds. The request will be made to the district representative who will forward the request to the board of directors through the President or Vice President.

The training facilitators will assure that WSHNA is recognized for the funding support and encourage membership to WSHNA. Recognition may be;

- in training announcements
- announcement at the beginning of the training
- WSHNA logos placed within training materials

It is encouraged that WSHNA membership applications be distributed during the training. Recognition is not limited to the aforementioned examples.

The written request will include;

- the amount of the request
- date and location of the training

- will participants be charged a fee for the training?
- specific purpose of the funds
- objectives and goals for the training
- brief synopsis of the training including speaker/presenter biographies
- contact person

The training may focus on district or local needs and issues and can encourage local participation, but must be open to all WSHNA members.

If a fee is charged to participants any funds in excess of actual training costs must be reimbursed to WSHNA up to the amount of WSHNA funding.

The use of funds may be used for, but not limited to;

- training materials
- speaker fees
- recognition and awards
- location fees
- other items which directly affect the training results

The use of funds may not be used for;

- souvenir type items
- hospitality room supplies or location

The final approval of all funds distribution remains solely with the WSHNA Board of Directors.

Adopted by WSHNA Board of Directors, June 4, 2007, Salem, OR